Field Inspection Team Meeting Check Sheet

Purpose

The Field Inspection (FI) team meeting is an inter-disciplinary team milestone meeting to allow managers/designers of different disciplines to review a current set of plans for a project. The FI is team review and agreement on all concept plans and designs that might affect right of way. The major project effort after the FI is the acquisition of right of way, acquisition of permits, and the completion of final design activities.

Project Team Attendees

✔	Project Team Attendee	✔	Project Team Attendee
	Project Manager		District Construction Engineer
	Location & Design		District Engineer for Asset Management
	Environmental		Resident Engineer
	Structure & Bridge		Programming
	Mobility Management		Scheduling & Contract
	Right of Way & Utilities		Local Financial Assistance
	Materials		FHWA
	Transportation & Mobility Planning		Locality
	Public Affairs		Utility Owners
	Project Consultants		District Traffic Engineer
	VDRPT		

Project Manager Responsibilities

- Provide leadership and management necessary to ensure FI tasks are completed on schedule.
- Ensure FI plans are distributed to appropriate team members.
- Plan, lead and facilitate FI team meeting.
- Ensure official local support for project via resolution.
- Ensure we have met with owners whose property is impacted differently than what was shown at the public hearing.
- Record FI meeting minutes to include any scope, schedule, and budget revisions.
- Review and outline all task completions and deliverables necessary for next milestone.
- Ensure design modifications are minimized after this stage.
- Coordinate plan assembly.

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Project Deliverables and Responsibility Matrix

● Responsible ✔ Participates ☐ Notified

✔	Deliverable	L&D	ENV	MAT	S&B	MM & TE	RW/ UTL	CONS	RE	MAINT
	Roadway Design	●	✔	✔	✔	✔	✔	✔	✔	✔
	Hydraulic Design	●	✔	✔	✔					
	Retaining Structure Design	●	✔	✔	✔					
	Sound Barrier Specifications and Agreement	●	✔		☐					
	E&S Control Design	●	✔							
	Scour Analysis	●	✔	✔	✔					
	Stream Wetland Compensation & Mitigation	✔	●	✔			✔	✔		
	Landscape Design	●	✔	✔	✔		✔			
	Hazardous Materials Assessment/Mitigation	✔	●	✔	✔	✔	✔			
	Final Environmental Document (FEA, FEIS)	✔	●	✔	✔	✔	✔			
	Soil Report	☐	☐	●	☐					
	Major/Minor Structure Foundation Analysis	✔	☐	●	✔	✔				
	Structure or Bridge Design	✔	✔	✔	●	✔	✔			
	Coast Guard Permit		✔		●					
	Traffic Control Device & ITS Design	●	☐		✔	●				
	In-Plan Utility Design	✔	✔		✔		●			

Meeting Activities

✔	Activity	Activity Lead
	Review project Scope, Schedule, Budget	Project Manager
	Review FI plans	Location & Design
	Discuss Constructability Review	Construction Management
	Discuss/address environmental issues to include design components that effect permit issues and hazardous materials issues	Environmental
	Discuss/address maintenance issues	Asset Management
	Discuss/review Soils Report	Materials
	Discuss/review locality issues	Resident Engineer / Local Assistance
	Discuss and evaluate all identified project threats and opportunities	Project Manager
	Discuss/review other stakeholder issues	Project Manager
	Discuss regional planning issues	Transportation & Mobility Planning

Meeting Outputs

- Prepare and distribute FI Report to include:
  - FI Meeting Minutes
  - Constructability Review – key points
  - Evaluation of scope, schedule, and construction estimate.
  - Documentation of lessons learned to this point of project development.
  - Plan and schedule for completion of deliverables necessary for next project milestone.

Project Team Responsibilities

L&D	• **Additional Survey**
	  • Provide additional survey as requested by other disciplines.
	• **Roadway Design**
	  • Refined horizontal and vertical alignments and finalized cross-sections.
	  • Final stormwater management.
	  • Hydraulics including ditches inlets, and other features that impact right of way.
	  • Refine cross sections and plot proposed right of way lines and utilities where appropriate.
	  • Include FI plans from other disciplines.
	  • Add insertable sheets.
	  • Complete permit sketches and general notes.
	  • Provide Meets and bounds sheets.
	  • Provide final MOT plans for project team review.
	• **Hydraulic Design**
	  • Final designs to include drainage structures effecting utilities, stormwater management ponds.
	  • Place ditches, pipes, and inlets on cross section for right of way considerations.
	  • Design of temporary/permanent stream effects (relocation, restoration, and enhancement) for right of way consideration.
	• **Retaining Structure Design**
	  • Provide retaining wall design for standard structure or standard structure with slight modification.
	• **Sound Barrier Specifications and Agreement**
	• **E&S Control Design**
	  • Final design for E&S plan/phasing.
	• **Scour Analysis**
	  • Provide scour analysis to include potential scour depth and recommendations for scour countermeasures.
	• **Traffic Control Device Desgin**
	  • Control Device concept layout and location plans, lighting concepts and location, and general maintenance of traffic phasing.

Project Team Responsibilities (cont'd.)

ENV	• **Streams/Wetland Compensation & Mitigation**
	  • Interagency coordination is initiated after initial permit determination if a project is large, controversial, or has the potential to have significant stream or wetland impacts.
	  • Finalize water quality permit requirements.
	• **Landscape Design**
	  • Prepare landscape design plans.
	  • Prepare compensation and mitigation plans.
	• **Hazardous Materials Assessment**
	  • Hazardous material site status determination with avoidance/minimization
	  • recommendations.
	• **Final Environmental Document (FONSI, FEIS)**
	  • Final environmental document available for FHWA approval prior to the FI.
	  • Coordinate threatened / endangered species clearances.

MAT	• **Soil Report**
	  • Prepare final soils report including pavement section and slope requirements.
	• **Major/Minor Structure Foundation Analysis & Report**
	  • Complete Minor Structure Foundation analysis and report.
	  • Additional bridge foundation analysis if required.
	  • Prepare foundation data sheets.

S&B	• **Bridge Design**
	  • Geometric design complete
	  • Design of superstructure elements
	  • Design of substructure elements
	  • Incorporated standard details
	• **Coast Guard Permit**
	  • Initiate process to obtain Coast Guard permit for construction of bridge over navigable waterways.

MM & TE	• **Intelligent Transportation System Design** • Incorporate conceptual plans with general maintenance of traffic phasing.

RW/ UTL	• **Right Of Way Acquisition**
	  • Initiate right of way acquisitions for total takes.
	• **Right Of Way Relocations**
	  • Initiate right of way relocations.
	• **In-Plan Utility Design**
	  • First submittal of plan sheets showing existing and proposed utility locations and easement agreements with commitments from utility owners.
	  • Prepare utility conflict sheets
	• **Utility Easement Acquisition**
	  • Provide input regarding schedule, construction cost, and assessment of right of way related project needs.
	  • Provide input regarding schedule, construction cost, and assessment of utility related project needs.

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Project Team Responsibilities (cont'd.)

S&C	• **Constructability Review** • Perform constructability review for use and discussion at the FI.
PUBLIC AFFAIRS	• **Communication Updates** • Develop feedback mechanism i.e. project news letter, e-mails to stakeholders and Public Hearing participants on project modifications as a result of feedback and inform them of pending actions.
S T A K E H O L D E R S	**Input** should be provided by all other project stakeholders. For example, but not limited to: <u>Programming Division</u> • Ensure project schedule is consistent with programmatic assumptions and necessary funding is secured. <u>Asset Management</u> • Review project plans for possible maintenance issues (recurring drainage problems, maintainable slopes, recurring maintenance obstacles, etc.). <u>Transportation & Mobility Planning</u> • Provide Traffic Forecast. • Provide data/information on project from programming phase, such as MPO and issues relative to non-attainment areas. <u>Resident Engineer / Local Assistance</u> • Provide input regarding regional, municipal and other local issues. • Develop and provide interface and coordination with local jurisdictions for project team (some local groups may not be identified as project team members but Resident Engineer should coordinate input). <u>Special Interest Groups</u> • Some projects may have the need for special interest group involvement at the discretion of the Project Manager, these groups should come to meeting prepared to present their needs relative to the project. <u>Utility Owners</u> • Some projects may warrant the involvement of a utility owner depending on the total utility impact on scope, schedule and cost. Involvement is at the discretion of the Project Manager in conjunction with input from RW/Utilities Division. <u>Localities</u> • Coordinate land development activities. <u>VDRPT</u> • VDRPT representative will ensure the wishes of the railroads impacted by the project are communicated with the project team.